Michaela Community School
GOVERNING BODY MEETING
Minutes of meeting Tuesday 15th December 2020

Date and time:	**Location**:
Tuesday 15th December 2020, 5.30pm	Meeting held remotely via Zoom

Attendees:		
Name	**Present**	**Role**
Chidi Amadi (CA)	Present	Governor (Chair) (Finance)
Sharon Brittan (SB)	Present	Governor (Vice Chair)
Pia Decarlucci (PD)	Apologies	Governor (Safeguarding)
Mohsin Drabu (MD)	Present	Governor (Finance)
Katharine Birbalsingh (KB)	Present	Head Teacher
Katie Ashford (KA)	Present	Staff Governor
Matthew Godfrey (MG)	Present	Governor
Calvin Robinson (CR)	Apologies	Governor
Rebecca Williams (RW)	Present	Governor
Lundi Nyoni (LN)	Present	Governor
Daniel Hall (DH)	Apologies	Governor
Joel Davidson (JD)	Present	Governor (Finance)
Stephanie Ting (ST)	Present	Governor
Ali Mansfield (AM)	Present	Clerk

No.	FGB Items	Action
1.	**Welcome and apologies** CA welcomed governors to the remote meeting.	
2.	**Election of Chair and Vice Chair of Governors for 2020/21** • CA indicated his willingness to continue as Chair of Governors for a further year and was unanimously elected to the position. • SB indicated her willingness to continue as Vice Chair of Governors for a further year and was unanimously elected to the position.	
3.	**Appointment of Clerk for 2020/21** Governors **AGREED** to appoint Ali Mansfield as Clerk to the Governors for a further year.	
4.	**Declaration of Business Interests**. • ***Governors to complete new forms for 2020/2:*** All governors to complete and return to AM. • ***Governors to declare any conflict of interest arising from this agenda:*** No conflicts declared.	**All**

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5.	**Minutes of the last meeting, 22nd September 2020 (meeting 3 of 2019/20)** • The minutes of the meeting held on 22nd September 2020 were **AGREED** as an accurate record. • There were no outstanding matters arising.	

6.	**Governing Body Membership**
	• ***Parent Governor Vacancies***: There are two Parent Governor Vacancies. Martinah Chanda resigned with effect from 31.08.20 as she no longer has a child at the school. Iskander Fernandez's term of office expired on 03.03.20. Elections for new Parent Governors will be held next term.
	• ***Confirm Finance Governors for 2020/21:*** MD, CA and JD were appointed as Finance Governors
	• ***Confirm Named Governors for Safeguarding, SEND and Careers:***
	  ○ Safeguarding - Pia Decarlucci
	  ○ SEND - Pia Decarlucci
	  ○ Careers - Matthew Godfrey	

7.	**Head Teacher's Report** KB presented her HT Report to governors: • ***Covid:*** Attendance is currently at 90%, which is not as high as usual but is well above other local schools. At the moment the 6th form are studying at home following a recent positive case. In total nine classes have been sent home to isolate. This included two Year 11 classes. Some families with persistent absence issues are taking advantage of the current situation. The biggest concern is whether the culture of high attendance can be regained with these pupils. Teachers have been brilliant. At one point seven members of staff were told to self-isolate by the track and trace app, which was very disruptive, but there has only been one positive case among teaching staff. • ***Pupil Progress:*** The time away from school has been hugely detrimental to pupil progress, particularly already disadvantaged pupils who do not have support and/or books at home. Research suggests that by missing 6 months of school children regress by 22 months. Year 7 are behind because they didn't have the intensive teaching in Year 6 which normally happens in the run up to SATs. Year 12 have missed out on the normal exam preparation for GCSEs. • ***UCAS Applications:*** These are going well. Six pupils have been given interviews at Oxford and Cambridge out of twenty one who applied. They have had mock interviews in partnership with three local private schools and with Lindsay Johns, our Oxbridge mentor. Next year the Oxbridge group will be more selective as a larger group can hold back the most able and is not a good use of resources. Staff have already met with around ten Year 11s who they think might have the capacity to achieve 9s at GCSE. Q: How many of the six have been through Michaela? A: There are four internal and two external candidates. Q: Is there a difference in quality? A: The best children in the area go to the grammar schools. The average CAT score at Michaela is 108, whereas at Westminster or St Paul's, where 50% get into Oxbridge, CAT scores are 130 and above. Q: Is it still part of our vision to be a school whose pupils can aspire to go on to Oxbridge? A: Yes. We are trying to attract externals who have the capacity and we will support our own pupils in every way. We will also celebrate the numbers who should get into Russell Group Universities.	

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8.	**Safeguarding Report** KA presented the Safeguarding Report and highlighted the following: • All staff training is up to date. • There have been an increased number of referrals due to the current Covd-19 situation. • One pupil is shielding because of serious health concerns. This pupil is regularly contacted by staff and has received additional online work and support • There is one Looked After Child on roll who is monitored closely by the school and the LA. • The school continues to work closely with external agencies.	
9.	**Finance Report** • ***Report from meeting with auditors:*** MD and CA (Finance Governors) and AM (Finance Manager) met with Ella Waddingham, Mark Hart and Rebecca Smith from Blick Rothenberg for the annual audit meeting. [JD was unable to access the meeting remotely.] o The financial position remains extremely healthy with reserves of £1200k (restricted) and £62k (unrestricted) at the year end. Some of the reserves could be used to support the new school in Stevenage if necessary. o There was an in-year surplus of £389k. o The audit process went smoothly, despite taking place remotely. The auditors confirmed that it had been another 'clean' audit. o The two matters arising from the previous audit have been addressed. o Three further matters arising were flagged this year, none of high importance: 1. There is limited tracking of unrestricted and restricted reserves - to be addressed this year. 2. There are unpaid debtors from Brent Council for air conditioning works - this is not considered to be a risk. 3. Potential P11D benefits to be investigated - in hand. • ***Approve Financial Statements 2020:*** Governors **APPROVED** the Financial Statements for submission to the ESFA and Companies House. • ***Agree appointment of auditors for 2020/21:*** Governors **AGREED** to appoint Blick Rothenberg as auditors for a further year. • ***Finance Policy:*** This requires a significant overhaul. AM proposed to continue with the current policy whilst a new policy for the MAT is written. Governors **AGREED** to this proposal. • ***Current position:*** No management figures for months 1 and 2 available. These will be circulated early in the new year. Going forward finance information will be shared six times a year with Finance Governors.	
	AOB • ***Move to MAT:*** CA spoke with Tom Legge yesterday about the new governance structure which will be required. Governors **AGREED** to appoint Premier Advisory to advise on the move from SAT to MAT for a further year.	
8	**Date of Next meeting** Doodle poll to be circulated.	